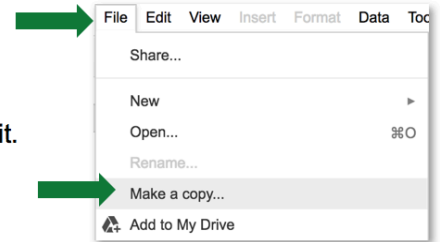


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# 360-Degree Feedback Template

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## 360-Degree Feedback Template

Employee Name	
Employee ID	
Position Held	
Department	
Date of Current Review	MM/DD/YY
Date of Last Review	MM/DD/YY
Reviewer Name	
Reviewer Role (Peer, Manager, Direct Report, Self)	
Date Submitted	MM/DD/YY

### Performance Ratings

Quality	Reviewer Type (Peer, Manager, Direct Report, Self)	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Exceeds Expectations (4)	Outstanding (5)	Score
Work Quality							
Work Consistency							
Communication Effectiveness							
Collaboration and Teamwork							
Problem-Solving and Decision-Making							
Adaptability and Resilience							
Innovation and Creativity							
Leadership (If applicable)							
Emotional Intelligence and Professionalism							
Client and Customer Relations							
Conflict Resolution Skills							
Integrity and Ethical Behavior							
Total Score							

### Qualitative Feedback

1. Strengths	Reviewer Type (Peer, Manager, Direct Report, Self)	Feedback
2. Areas for Improvement	Reviewer Type (Peer, Manager, Direct Report, Self)	Feedback
3. Additional Feedback	Reviewer Type (Peer, Manager, Direct Report, Self)	Feedback

### Performance Development

Development Area	Suggested Training or Resources	Support from Manager or Company	Target Timeline

### Pre-Approval Discussion

Topic	Key Takeaways
Overall Performance Feedback	
Growth and Training Opportunities	
Additional Employee Input	

### Comments and Approval

Additional Reviewer Comments	Employee Comments

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Employee Name	
Employee ID	
Position Held	
Department	
Date of Current Review	MM/DD/YY
Date of Last Review	MM/DD/YY
Reviewer Name	
Reviewer Role (Peer, Manager, Direct Report, Self)	
Date Submitted	MM/DD/YY

Performance Ratings							
Quality	Reviewer Type (Peer, Manager, Direct Report, Self)	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Exceeds Expectations (4)	Outstanding (5)	Score
Work Quality							
Work Consistency							
Communication Effectiveness							
Collaboration and Teamwork							
Problem-Solving and Decision-Making							
Adaptability and Resilience							
Innovation and Creativity							
Leadership (if applicable)							
Emotional Intelligence and Professionalism							
Client and Customer Relations							
Conflict Resolution Skills							
Integrity and Ethical Behavior							
Total Score							

# Qualitative Feedback

1. Strengths	Reviewer Type <small>(Peer, Manager, Direct Report, Self)</small>	Feedback

2. Areas for Improvement	Reviewer Type <small>(Peer, Manager, Direct Report, Self)</small>	Feedback

3. Additional Feedback	Reviewer Type <small>(Peer, Manager, Direct Report, Self)</small>	Feedback

# Performance Development

Development Area	Suggested Training or Resources	Support from Manager or Company	Target Timeline

# Pre-Approval Discussion

Topic	Key Takeaways
Overall Performance Feedback	
Growth and Training Opportunities	
Additional Employee Input	

# Comments and Approval

Additional Reviewer Comments	Employee Comments

Approved by Reviewer?	Yes / No
Reviewer Initials	
Approved by Employee?	Yes / No
Employee Initials	

# Signatures

Employee Signature	
Date	MM/DD/YY

Reviewer Signature	
Date	MM/DD/YY

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